



**Addison Naming
And
Recognition Policy**

DRAFT May 5, 2015

PURPOSE:

To establish a naming, renaming and recognition policy for Addison in order to establish guidelines for the City Council and staff to follow to reflect Addison's mission. This policy will address city owned facilities, structures, trails and parks. In addition, this policy will outline how the Addison may recognize individuals, groups or corporations that contributed in a significant manner to the community.

NAMING CRITERIA-CITY OWNED STRUCTURES, TRAILS AND PARKS:

- 1) Definitions
 - a) A structure would include buildings, bridges or structures within a park
 - b) Trails would be any trail within Addison maintained by the Parks Department
 - c) A park would be any area designated as a park including dog parks that are maintained by the Parks Department
- 2) Criteria to name a structure, trail or park
 - a) Naming a structure trail or park could be named after an individual or corporation if they met one of the following criteria
 - i) The individual was a former Mayor and had made a significant contribution of service toward the betterment of the Addison community and had been out of office for a minimum of 5 years.
 - ii) Individuals or corporations who donate at a minimum of **\$1,000,000.00** in land, services or funds to Addison.
 - iii) **Dog parks may be named for an individual or corporation with a minimum donated amount of \$250,000.**

CONTRIBUTIONS FROM INDIVIDUALS AND CORPORATIONS:

- 1) Create a mechanism to recognize individual and corporation contributions that do not meet the above criteria.
 - a) Develop a creative way(s) to recognize contributions to Addison at a variety of levels of donation or service including volunteers and past employees. Examples may be:
 - i) Naming sculpture
 - ii) Brick path
 - iii) Recognition wall
 - b) Based on their contribution or service level they would be recognized by placing their name on the recognition mechanism.

- c) The size and location of the recognition may vary based on the amount donated, or service contribution made.

NAMING PROCEDURE

1) Naming of a structure, trail or park

- a) **Former Mayor**--A proposal shall be submitted detailing the qualifications including clearly outlining examples of the contributions of service made to the community. The proposal will include both the name as it is requested to appear on the structure, park or trail along with a suggestion as to the where that name would be located.
- b) **Donation**—A proposal shall be submitted detailing the amount the donation along with the proposed name as it would appear on the structure, park or trail. The proposal shall also include suggestions on where that name should appear.
 - i) The Proposal shall be submitted to the City Manager or his/her designee.
 - ii) City staff will review the proposal and, if complete, add the proposal to the Council Agenda for consideration.
 - iii) A public hearing shall be held to give the opportunity for public comment.
 - iv) A vote of $\frac{3}{4}$ of the Council is required to approve the naming of a structure, park or trail.

2) Recognition for contributions from individuals and corporations not meeting the first criteria.

- a) An individual or corporation making a donation in land, service, funds, community service or at least 20 years of employment by Addison will be recognized through a publicly displayed mechanism.
- b) Proposed names shall be submitted to the City Manager or his/her designee along with a supporting documentation of their contribution to Addison.
- c) City staff shall review the proposals and, if complete, add the proposal to the Council Agenda for consideration.
- d) A majority of the Council shall vote in favor of accepting this recognition.